



**إجراءات السير في الرسائل الجامعية وامتحان الشامل لبرامج
الدراسات العليا**

**Procedures for Thesis and
Comprehensive Examination in
Graduate Studies**

The following terms shall have the meanings mentioned opposite them, unless the context indicates otherwise:

- University: Zarqa University.
- The Council: The Council of the Faculty of Graduate Studies.
- Dean: Dean of the Faculty of Graduate Studies.
- Faculty: Faculty of Graduate Studies.
- The concerned faculty: the faculty that offers postgraduate programs.
- Department: The department in the concerned faculty that offers postgraduate programs.
- Board Committee: The Standing Committee of the Faculty of Graduate Studies.
- Faculty Committee: The Graduate Studies Committee of the concerned faculty.
- Department Committee: The Graduate Studies Committee in the department.

Thesis Track

Procedures for Writing and Defending a Master's Thesis

First: Approval of the Master's Thesis Proposal and Supervisor

Appointment

1. The department head requests research topics or proposed thesis project titles from faculty members who meet the supervision requirements and are interested in supervising students.
2. The proposed topics or titles are presented to students enrolled in the "Thesis in Progress" course.



3. The student selects a thesis proposal topic and a supervisor and submits the selection to the department head.
4. The department committee reviews students' choices and assigns supervisors in accordance with university regulations, ensuring fair distribution among supervisors while considering the student's preference and the supervisor's academic rank.
5. After the student completes the thesis proposal and obtains the proposed supervisor's approval, they upload a copy on the Graduate Studies Forms Portal using Form (1) - Request for Approval of Master's Thesis Proposal and Supervisor Appointment, following the thesis proposal template available on the Faculty of Graduate Studies website.
6. The department head, in consultation with the department committee, appoints at least one internal reviewer who is not the student's supervisor and meets the teaching and supervision requirements to evaluate the thesis proposal.
7. The student presents the thesis proposal in a public seminar, which is announced in advance. Faculty members, the department committee, and graduate students are invited to discuss and provide feedback.
8. If the thesis proposal requires modifications, the student makes the necessary changes, obtains the supervisor's approval, and uploads the revised proposal on the Graduate Studies Forms Portal (Form (1)).
9. The department committee reviews the proposal and recommends it to the Faculty committee.
10. The Faculty committee examines and endorses the proposal, forwarding it to the council for approval.
11. The council committee reviews the proposal before presenting it to the council for final approval.
12. Upon council approval, an official decision is issued assigning the supervisor to oversee the student's thesis work.
13. Once the supervisor receives the official appointment, the student begins conducting research and writing the thesis in collaboration with the supervisor (and co-supervisor, if applicable).



14. The supervisor submits a progress report every two months to the department head, who monitors the student's progress.

Second: Thesis Defense Procedures

I. Internal Review

1. Upon completing the thesis, the student uploads a copy to the Graduate Studies Forms Portal using Form (2), ensuring compliance with the thesis formatting guidelines available on the Faculty of Graduate Studies website. The supervisor must approve the submission.
2. The student submits a printed copy to the department head for internal review.
3. The department head checks the similarity percentage using plagiarism detection software, following university regulations.
4. The department head provides a copy of the thesis and the thesis proposal form to the internal reviewer for evaluation.
5. The internal reviewer completes the official Internal Review Form and returns it to the department head.
6. If the thesis is deemed acceptable and the similarity percentage does not exceed the permitted limit, the department head approves the defense process (Form (2)), attaching the following documents:
 - Internal review decision.
 - Similarity report.
 - Council session number and decision.
7. If the similarity percentage exceeds the permitted limit or the thesis is believed to be unfit for defense, the thesis is returned to the student for revision before being uploaded.
8. Once the Faculty committee approves the defense process and endorses Form (2), it is forwarded to the Dean of Graduate Studies for final approval.

II. Language Review



1. The Dean of the relevant Faculty (or a designated representative) submits a printed copy of the thesis to the Faculty of Graduate Studies for language review.
2. The Dean of the Faculty of Graduate Studies (or a designated representative) assigns a language reviewer through the university's electronic system.
3. The language reviewer completes Form (3) after reviewing the thesis and returns the edited copy to the Faculty of Graduate Studies with language corrections noted.
4. The Faculty returns the reviewed thesis to the student via the supervisor for necessary revisions.

III. Defense Procedures

1. After making the linguistic revisions, the supervisor uploads the final version of the thesis and fills out Form (4) on the Graduate Studies Forms Portal.
2. The department committee selects an internal examining committee member and proposes the defense date and venue. The department head endorses the proposal, attaching the council session number and decision.
3. The Faculty committee reviews Form (4) and recommends two external examiners for the defense, forwarding their names to the council committee.
4. The council committee approves the external examiner and sets the final defense date and venue based on department and Faculty committee recommendations.
5. The department head issues an official decision from the council regarding the defense committee formation and scheduled defense date through the electronic forms system.
6. The relevant Faculty distributes a printed copy of the thesis to each defense committee member at least one week before the scheduled defense, following university regulations.
7. The Faculty of Graduate Studies assigns representatives to attend the defense and complete official reports.

IV. Thesis Defense



1. The department head ensures the defense venue is prepared, academic robes are available, and external examiners are granted access to campus.
2. After the defense, the committee completes Form (5) - Approval of Thesis Defense Decision in hard copy.
3. The supervisor uploads Form (5) to the Graduate Studies Forms Portal for department, Faculty, and council approval.
4. The Graduate Studies representative submits the official defense report.

V. Post-Defense Revisions

1. The supervisor ensures the student completes the required thesis revisions.
2. Once revisions are completed, the supervisor fills out Form (6) - Confirmation of Thesis Revisions, signed by all defense committee members within the required timeframe.
3. The supervisor uploads Form (6) and the final thesis version to the Graduate Studies Forms Portal, including the examining committee decision and authorization statement.
4. The department and Faculty committees approve Form (6).
5. The council committee endorses the final approval based on department and Faculty recommendations.

VI. Completion of Thesis Requirements

1. The student completes Form (9) - Thesis Completion Procedures in hard copy, ensuring the final thesis complies with the Faculty of Graduate Studies formatting guidelines and includes the authorization page.
2. The student submits four hard copies of the thesis (bound in red hardcover for master's theses) and four digital copies on CDs (in PDF/Word format).
3. The copies are distributed as follows:
 - Two printed copies and two CDs to the university library.
 - One printed copy and one CD to the department.
 - One CD to the Faculty's Graduate Studies office.



Degree conferral is not finalized until these copies are submitted.

Comprehensive Exam Track

1. The student submits Form (7) - No Objection to Taking the Comprehensive Exam via the system.
It must be approved by the department and Faculty committees and endorsed by the council.
2. The department committee meets at least one month before the exam to:
 - Define the exam fields (minimum of three) covering the specialization.
 - Specify required readings and references.
 - Recommend a committee of at least three faculty members (including the chair) who have previously taught these subjects to prepare and grade the exam.
 - Set the exam dates (three sessions, two hours long each) based on the academic calendar.
3. The exam fields, references, and dates are announced.
4. The faculty dean officially forms the exam committee.
5. The faculty dean forwards all committee formation decisions to the Graduate Studies Office.
6. The committee submits exam questions to the department head 48 hours before the exam.
7. The department head provides the exam booklets for students.
8. After grading:
 - The department retains the answer sheets.
 - The department and faculty committees approve the results and submit Form (8) - Comprehensive Exam Results to the council.
9. The council finalizes the results based on department and faculty recommendations.

Zarqa University
Faculty of Graduate Studies



جامعة الزرقاء
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